



**IOWA**  
Department of  
Natural Resources

# Overview of the EMS Program

EMS Annual Conference  
November 15-16, 2011



G R E S H A M  
S M I T H   A N D  
P A R T N E R S

# Agenda

- ❑ EMS Conference Schedule
- ❑ EMS Refresher
- ❑ EMS Tier I Program Details
- ❑ EMS Project Schedule and Guidance
- ❑ Questions



# EMS Conference Schedule

# Day 1



9:00 – 9:10	Introductions
9:10 – 9:30	Project Schedule & Guidance
9:30 – 10:00	EMS Expectations
10:00 – 10:15	Introduction to EMS Project Website
10:15 – 10:45	Gap Analysis (Review Exercise)
10:45 – 11:00	<i>Break</i>
11:00 – 11:30	EMS Fenceline
11:30 – 12:15	Environmental Policy (with Exercise)
12:30 – 1:30	Luncheon with Jim Horne, U.S. EPA
1:30 – 4:00	Goal Setting

*Speaker: Michele Boney, West Liberty Foods, LLC*

*Speaker: Pat Boddy, RDG*



# Day 2



8: 30 – 9:45	Environmental Aspects and Impacts (with Exercise)
9:45 – 10:00	Break
10:00 – 12:00	Using InteleX
12:00 – 12:30	Next Steps

# EMS Refresher

# The Basics of EMS

- Systematic Process for *Managing Environmental Risks* and *Continually Improving Environmental Performance*



# What is an EMS?

## ◉ EMS is...

- A Business System Applied to the Environmental Impacts of the Organization
- Includes Policies, Management Processes, Training and Procedures
- Not Exclusively Focused on Compliance Requirements
- Strives for Reviewing, Analyzing, Controlling and Reducing Impacts
- Requires Ongoing Implementation and Continuous Improvement





# EMS Benefits for Your Organization

- ⦿ Improved Environmental Compliance
- ⦿ Reduced Environmental Impacts
- ⦿ Clarity of Responsibilities and Expectations
- ⦿ Fewer “Fire Drills”
- ⦿ Cost Avoidance and Increased Efficiency
- ⦿ Increased Understanding and Awareness of Environmental Requirements and Impacts by Staff
- ⦿ Positive Recognition

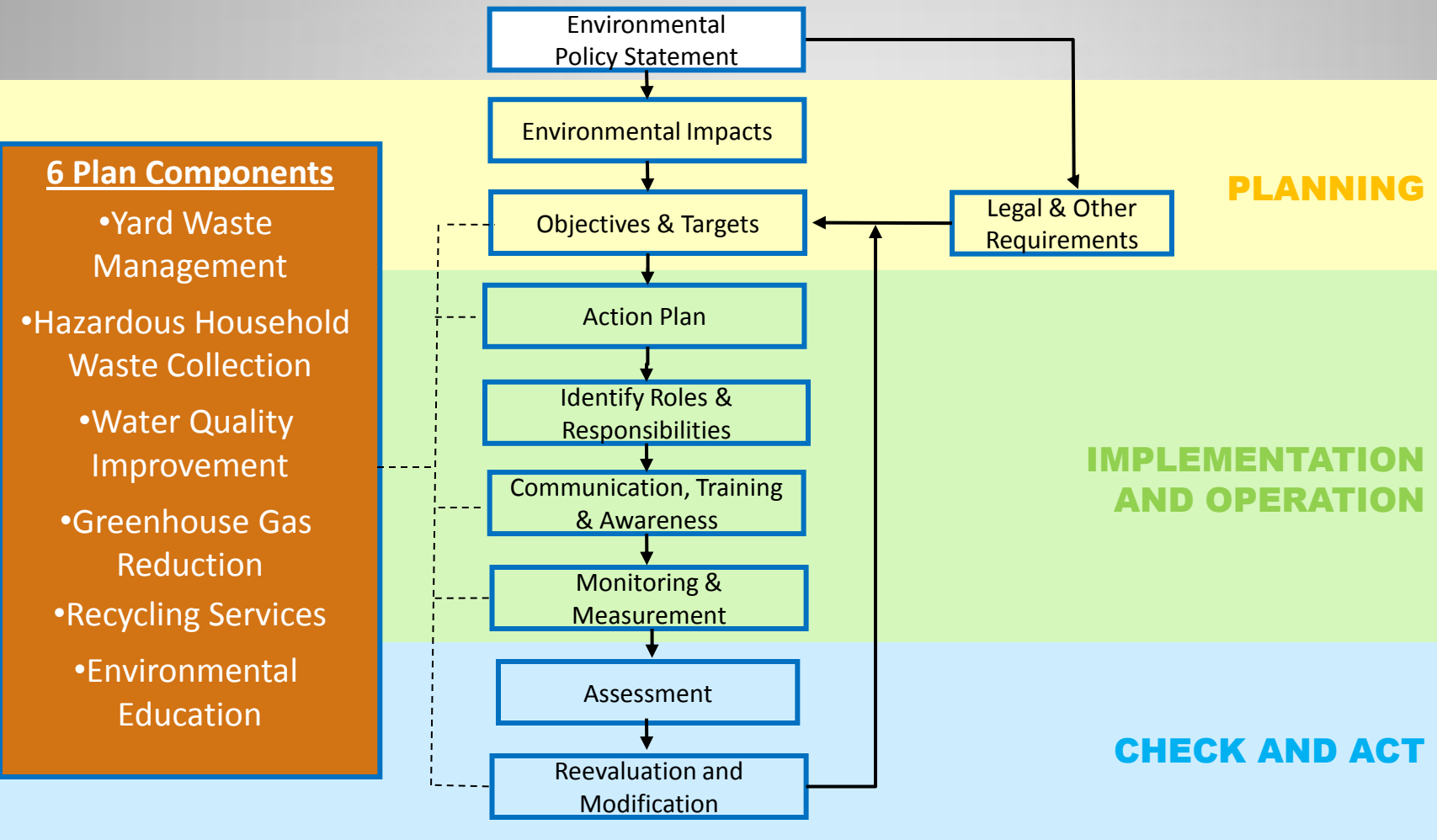


# EMS 10 Elements (HF 2570)

- *Policy*
- *Impacts*
- *Legal and Other*
- *Objectives and Targets*
- *Action Plan*
- *Key Resources and Additional Needs*
- *Communication/Training/Awareness*
- *Monitoring and Measurement*
- *Assessment*
- *Reevaluation and modification*



# Iowa EMS Framework (HF 2570)

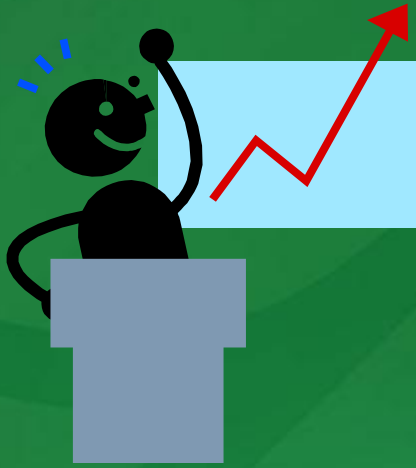


*First 3 elements are overarching; final 7 are completed for each of the six component areas*

# EMS Tier I Program Details

# EMS Program Quick Overview

- ◉ Guidelines from HF 2570 and 10 EMS Elements
- ◉ *Role of Council*
  - Oversight of Program Implementation
  - Provides Assistance and Program Oversight
  - Evaluates Overall EMS Implementation
- ◉ *Role of Participants*
  - Successfully Complete EMS Implementation
  - Share Ideas, Networking, Success Stories
- ◉ *Role of GS&P*
  - Assistance, Coaching, Example Documents
  - Troubleshooting and Guidance



# Goal

Successfully Implement an  
Environmental Management System  
(EMS)

# “Successful Implementation”

- ⦿ 10 Elements of the EMS are in Place and Functioning
  - Perfection is Not Expected!
  - Process of Continual Improvement is Implemented
- ⦿ EMS is Providing Real and Measurable Environmental Improvements
  - With a Focus on the Six Plan Components

**Yard Waste Management  
Hazardous Household Waste  
Collection  
Water Quality Improvement  
Greenhouse Gas Reduction  
Recycling Services  
Environmental Education**

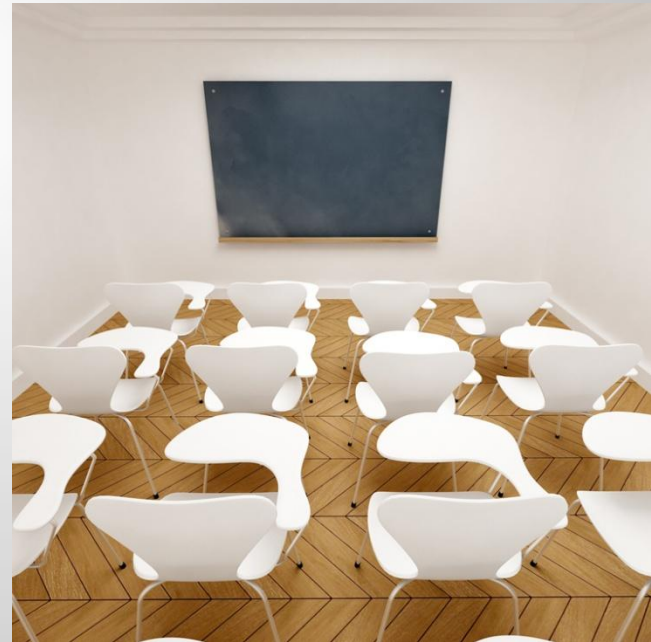
# EMS Participants Plan

- ◉ GS&P Will Coach Participants Through the 10 Elements of an EMS as Defined by Iowa
  - Balance Group Training with Individual Coaching
- ◉ Components of the Plan
  - 3 Semi-Annual Webinar Meetings
  - (3) 1.5 Day Semi-Annual On-Site Meeting
  - 2 Annual Conferences (2011, 2012)
  - Up to 12 Monthly Conference Calls Participant
  - 2 Site Visits Per Participant
  - Participant Website



# Webinars and Semi-annual Meetings

- ◉ Provide Training on Each of the 10 Elements of the EMS
  - Lecture with Power Point Presentations
  - Exercises
  - EMS Examples
  - Field Exercises, as Appropriate
  - Sharing Between Participants
  - Discussion of Lessons Learned and Successes
  - “Homework” Between Meetings



# Topics Covered in Kick Off Webinar

- ⦿ EMS Elements Covered
  - ⦿ Brief Intro to the EMS
  - ⦿ Selecting the EMR/EMS Core Team
  - ⦿ Senior Management Support
  - ⦿ Documentation and Records
  
- ⦿ Other Topics to Support Elements
  - ⦿ EMS Fenceline
  - ⦿ EMS Gap Analysis
  
- ⦿ Project Website / Identifying Next Steps

# **EMS Project Schedule & Guidance**

# Project Implementation Schedule

**November 2011:**  
**1.5 Day**  
**Workshop**

- Gap Analysis
- Environmental Policy
- Goal Setting
- Environmental Aspects & Impacts
- Using Intellex

**January**  
**2011: Webinar**

- Aspects Site Visit (***Before Webinar***)
- Check on Progress
- Setting Objectives and Targets
- Start Monitoring and Measurement

**June 2012: 1.5**  
**Day Workshop**

- Review Objectives and Targets
- Set Action Plans
- Identify Key Resources and Additional Needs
- Identify Legal and Other Requirements
- Review Monitoring and Measurements

# Project Implementation Schedule

**September 2012:**  
1.5 Day  
Workshop

- Communication & Training
- Assessment
- Re-evaluation and Modification

**October &  
November 2012:**  
Site Visits

- Assessments

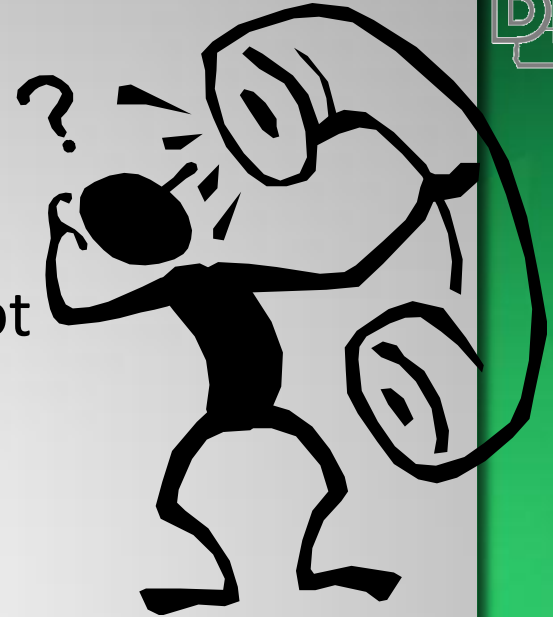
**December 2012:**  
Webinar

- Review Assessment
- Review Re-evaluation and Modification

# Monthly Conference Calls

- Individual Conversation with Each Pilot
- Problem and Roadblock Discussions
- One-on-one Assistance with Issues
- Discussion of Homework Review
- Documentation of Lessons Learned and Successes

*Please See Sign Up Sheet for **December and January***



# Site Visits

GS&P will Conduct up to Two Site Visits with each Participant and will Focus on Specific Areas of Needed Assistance:

- Aspects and Impacts
- Training for EMS Core Team/Staff
- Areas of Difficulty
- Assessment/Re-Evaluation Process



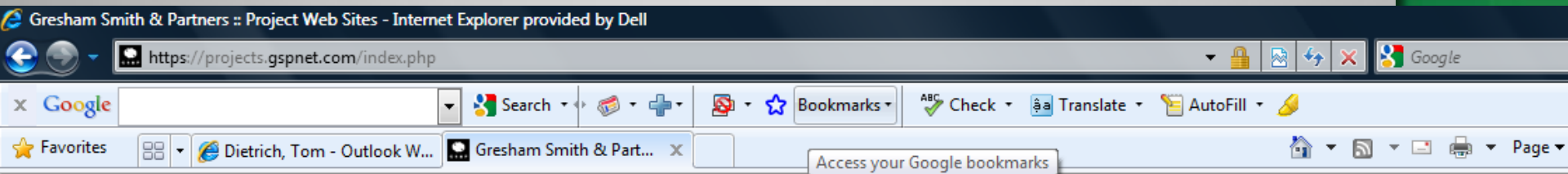
# Participant Website

- Shared Website to Upload and Share Documents
- Provide Links and Other Resources
- Schedules With Milestone Due Dates
- Posting of “Homework” Assignments
- Upload Shared Lessons Learned and Successes
- <https://projects.gspnet.com>





# Project Websites



ARCHITECTURE ENGINEERING INTERIORS PLANNING

Welcome Back  
Tom Dietrich

[Cad Resources](#)

[Check GS&P Email](#)

**Message Center:**

[Inbox:](#)  
[Empty](#)

[Logout](#)

## Available projects to Tom Dietrich:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) - [ALL](#)

### [Iowa EMS Pilot Project](#)

[Files](#) [Calendar](#) [Contacts](#)

Members: (4) Total Visits: (7) Last 24hrs: (2)  
Last Visit: Mon, 16 Nov 2009 11:21:37 -0600

### [Cass County Landfill](#)

[Files](#) [Calendar](#) [Contacts](#)

Members: (4) Total Visits: (1) Last 24hrs: (1)  
Last Visit: Mon, 16 Nov 2009 15:21:56 -0600

### [Cedar Rapids Linn County Solid Waste Agency](#)

[Files](#) [Calendar](#) [Contacts](#)

Members: (4) Total Visits: (1) Last 24hrs: (1)  
Last Visit: Mon, 16 Nov 2009 15:12:12 -0600

### [Dubuque Metropolitan Area Solid Waste Agency](#)

[Files](#) [Calendar](#) [Contacts](#)

Members: (4) Total Visits: (1) Last 24hrs: (1)  
Last Visit: Mon, 16 Nov 2009 15:47:58 -0600

### [GS&P Private FTP Site](#)

[Files](#) [Calendar](#) [Contacts](#)

Members: (3,870) Total Visits: (23,938) Last 24hrs: (14)  
Last Visit: Mon, 16 Nov 2009 15:27:13 -0600

Navigation bar of Microsoft Internet Explorer showing the address bar with the URL <https://projects.gspnet.com/2751800/>, search engines (Google, Bing), and various toolbars including Google Search, Bing, and project-specific tools like FTP Login, Suggestions, Messages, and Help.



Home | Main Page | Search For:  in **Headlines**

- Home
- FTP Login
- Suggestions
- Messages
- Help
- News Archive
- Links
- Calendar
- Downloads
- Contacts
- Invite Participant

## Task List [Next 2 Weeks]

**No Items Pending**

## Headlines - [Edit]

**Nov 02, 2009**

This project is under development. - [Read More](#)

**Message Center:**  
[ [Inbox](#): Empty ]

Project Navigator ...

Nov 11, 2009 13:55:21 CST - Iowa EMS Pilot Project

There are currently 1 member(s) that are online:

Tom Dietrich

Total Site Visits: (4)

Total Page Views: (66)

Moderate - Code Last Updated: Feb 15, 2006 17:56:04 GMT

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# Best Practices

## ◎ Participate!

- The Best Part of This Process is Listening to and Learning from Other Pilots
- Share the Good, Bad, and Ugly



## ◎ Make Use of the Conference Calls

- Prepare a List of Questions/Concerns/Comments

## ◎ Stay On Track with Homework

- Communicate Difficulties in Advance

## ◎ Plan Site Visits Accordingly to Individual Needs

- Setting up EMS Core Team
- Identification of Aspects & Impacts
- Assessments

## ◎ Ask for Help !!!





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Questions?



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